



3301 Fifth Avenue • Altoona, PA 16602-1801 • Phone 814-944-4074 • FAX 814-941-2733  
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## AMTRAN

The regular monthly meeting of the AMTRAN Board of Directors was held on Wednesday June 19, 2019, at 8:00 a.m., at the TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, Pa.

Chairman Scott Cessna called the meeting to order at 8:00 a.m.

At Scott's request, a roll call was taken.

**Board members present:** Scott Cessna, Dick Moran, Mike Robinson, Tony Roscia, and Bruce Kelly.

**Board members absent:** Denny Stewart, Bob Reifsteck

**Others present:** Eric Wolf, Attorney Benjamin (Beard Legal Group), Josh Baker, Mandy Murphy, Ray Kennedy, Gary Williams, Sue McKelvey, Bill Kibler (Altoona Mirror) and Brent Cartwright (EADS)

**Public Comment Period:** There were no public comments to record.

### Approval of Minutes:

Scott Cessna requested a motion to approve the minutes for May 2019. This motion was made by Bruce Kelly and seconded by Tony Roscia. The motion passed unanimously.

### Treasurer's Report:

Financial Statement for June 19, 2019 Board Meeting

Total disbursements from April 18, 2019 through June 19, 2019, were \$895,717.26.

Total budgeted operating and paratransit expenses year to date through May 31, 2019 were \$5,135,353.33.

Actual operating and paratransit expenses year to date through May 31, 2019 were \$4,720,936.54.

Year to date we are \$432,416.79 under budget.

Insurance is paid through June 2019.

Pension will be paid with the June 20th payroll.

Operating payables are current through June 19, 2019.

Federal Electronic Transfer – Employer Taxes and Federal Withholding

April 25, 2019	(Federal)	25,195.63
April 25, 2019	(State)	2,961.99
April 25, 2019	(457 Transfer)	730.76
April 25, 2019	(Payroll Transfer)	63,158.97
April 30, 2019	(TPA Transfer)	1,281.95
April 30, 2019	(Quarterly Locals)	11,479.35
April 30, 2018	(PA Unemploy)	1,467.58
May 9, 2019	(Federal)	26,093.06
May 9, 2019	(State)	3,044.57
May 9, 2019	(457 Transfer)	730.76
May 9, 2019	(Payroll Transfer)	64,867.36
May 23, 2019	(Federal)	25,614.41
May 23, 2019	(State)	2,982.06
May 23, 2019	(457 Transfer)	730.76
May 23, 2019	(Payroll Transfer)	63,398.25
May 31, 2019	(TPA Transfer)	2,203.00
June 6, 2019	(Federal)	23,843.17
June 6, 2019	(State)	2,791.51

June 6, 2019	(457 Transfer)	730.76
June 6, 2019	(State)	59,249.02
Add Check		513,162.34
Register Total		
<i>Total Expenses</i>		<u><b>\$ 895,717.26</b></u>

Scott asked if there were any questions and requested a motion to adopt the treasurer's report and the payables. The motion was made by Denny Stewart and seconded by Bob Reifsteck. It passed unanimously.

### **General Managers Report**

Eric began by stating as of Monday, AMTRAN is up to our full complement of eight part-time drivers. Three are in training now and should be ready when school starts back up.

The air conditioning in the Trolleyworks is not working, and is waiting for the parts to come in. Apologies.

### **Logan Valley Mall Transit Center Project**

Eric stated the project for the downtown Transit Center came in significantly under budget. As a result, The EADS Group has put together a project to rehab elements of the Logan Valley Mall Transit Center with the balance of the original grant.

Brent Cartwright outlined the project, telling the board the LVM Transit Center is 20 years old, and needs work.

With no July board meeting, Eric respectfully requested the board authorize Eric and Brent to bid and award this \$42,000 project subject to PennDOT's approval of the change in the grant.

There was a short discussion on this and then Dick Moran made the motion to authorize Eric and Brent so they can go to bid and start this project. Tony Roscia made the second and it passed unanimously.

### **Resolution for recording Board of Directors Meeting.**

AMTRAN needed to update the policy for recording Board of Director Meetings so that it is not required to save the recordings once the meeting minutes are officially approved. A draft policy was given to the board.

Attorney Liz Benjamin explained the policy to the board, and there were no questions.

Tony Roscia made the motion to adopt the policy for recording the board meetings with Dick Moran making the second it then passed unanimously.

### **Enterprise Resource Planning (ERP) software**

Eric informed the board that Avail Technologies from State College, AMTRAN's tech partner, purchased FleetNet which had developed a comprehensive software system for public transportation. Area Transportation Agency (ATA) in Elk County initiated a joint procurement for this package among a number of transit agencies. PennDOT suggested that they would fund the project here at AMTRAN, so AMTRAN joined the procurement and submitted a grant application for \$500,000.

He explained this software will integrate AMTRAN's different offices and will be a time-saving addition to AMTRAN

At the August 8<sup>th</sup> board meeting, Avail will make a presentation on the software to the board. At that time, staff will respectfully request that AMTRAN award the contract to Avail.

### **Capital Projects Update**

AMTRAN a number of capital projects in the planning stage as well as under contract. Eric had Brent Cartwright (EADS) give an update.

Brent explained there are five projects:

- 1: Maintenance restroom project which is done, except a few minor items on the punch list.
- 2: Drainage project in the garage, is now in the beginning stages and should be done in a month.
- 3: Safety project renovation in the vestibule of AMTRAN's administration office will get under way in a few weeks' time and should last about a month.
- 4: Logan Valley Mall Transit Center project which was advanced earlier in the meeting
- 5: Storage building – We are finalizing the design. We plan to go out to bid in January for the 2020 construction season.

There was a short discussion on a few of these items, and no vote was required.

The board had a brief executive session then adjourned with no further business.

Respectfully submitted by  
Susan C. McKelvey, Administrative Assistant



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A regular monthly meeting of the AMTRAN Board of Directors will be held on Wednesday, August 7, at 8:00 a.m. at TrolleyWorks Conference Room, 3316 Fifth Avenue, Altoona, PA.

## **AGENDA**

Call to Order

Pledge of Allegiance to the Flag

Roll Call

Public Comment Period

Approval of Minutes

General Manager's Report

Treasurer's Report

Payable Approvals

Business Items

- 1. Union Negotiations**
- 2. Enterprise Resource Planning (ERP) software**
- 3. Salary & wage increases for 2019-20**
- 4. Logan Valley Mall Transit Center Project**
- 5. Quarterly Performance Measures**
- 6. Capital Projects Update**

Adjourn